



2010 English Language Proficiency Test Materials/Training Schedule

Date	Test Coordinator Checklist
May 28, 2010	Complete AIM update with coding on newly proficient and new LEP students.
June 1, 2010	OPI sends Questar the number of LEP students in each grade based on enrollment reported in AIM. This number will help Questar determine how many test booklets to print.
July 15, 2010	OPI sends Questar the list of systems with LEP students reported in AIM. Any system with LEP students in AIM will receive ELP materials.
July 30, 2010	Questar emails System Test Coordinators information about ordering Level 1 (beginner forms), Braille, Large Print (LP) test forms, and Kindergarten student counts.
August 2 - 20, 2010	<ul style="list-style-type: none"> Level 1 (beginner), Braille, and Large Print (LP) forms must be requested via fax by August 20. The Kindergarten Registration form must be submitted via fax by August 20 for systems with Kindergarten students identified as LEP. For new LEP students who need the above materials and enroll after August 20, please contact Karen Richem.
August 27, 2010	<ul style="list-style-type: none"> Deadline to have any new LEP students entered into AIM to ensure training and assessment materials are provided to systems with LEP students. For new LEP students in systems that have not previously had LEP students enrolled, who enroll after August 27, please contact Karen Richem.
September 3, 2010	<ul style="list-style-type: none"> OPI sends Questar the number of LEP students in each grade based on what is reported in AIM. This number will help Questar determine how many test booklets to send to each system. Training materials are mailed to systems.
September 13 – October 15, 2010	System Test Coordinators provide training for test administrators.
October 4, 2010	Questar ships testing materials to System Test Coordinators.
October 18- November 19, 2010	English Language Proficiency (ELP) Testing Window
October 28, 2010	OPI sends Questar the list of students identified as LEP in AIM, so that Questar can print barcode labels for the students. AIM must be updated no later than October 28, 2010 in order to receive barcode labels for students.
November 8, 2010	Questar mails barcode labels to systems (2nd day delivery).
December 3, 2010	Deadline for systems to ship testing materials to Questar.
February 2011	Questar ships reports to System Test Coordinators.

If you have questions, please contact Karen Richem, 406-444-0748, krichem@mt.gov